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## *Session 30*

# ***NSLDS ENROLLMENT TRACKING***

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## *Why does NSLDS track enrollment?*

This session will discuss enrollment data in NSLDS. It will cover reporting requirements, impact, and methods. Use of the enhanced NSLDS enrollment web pages for research, as well as status reporting, will be demonstrated.



# ***NSLDS Enrollment Tracking***

- What is NSLDS?
- The Requirements for Enrollment Reporting
- The Impact
- The Reporting Flow
- Various methods of reporting
- Demonstration of NSLDS Enrollment Web Pages





# *What is NSLDS?*

## *National Student Loan Data System*

- National database of federal loans & grants awarded under Title IV of the Higher Ed Act of 1965, as amended
- Began loading data in 1994
- School online access granted in 1996
- Web access started in 1998

# ***NSLDS Goals***

## **Goals**

- Minimize abuse within aid programs
- Reduce burden, costs, and errors in aid administration
- Provide central database of highly reliable, accessible data
  - Plan and budget
  - Program coordination and control
  - Research



# ***NSLDS Content***

46,480,530 Students

146,216,785 Loans (FFEL, Direct, Perkins)

35,120,711 Pell Grants (1993-current)

34,687 School Branches

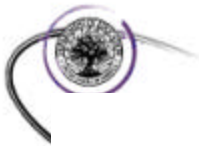
18,259 Schools

31,258 Lenders

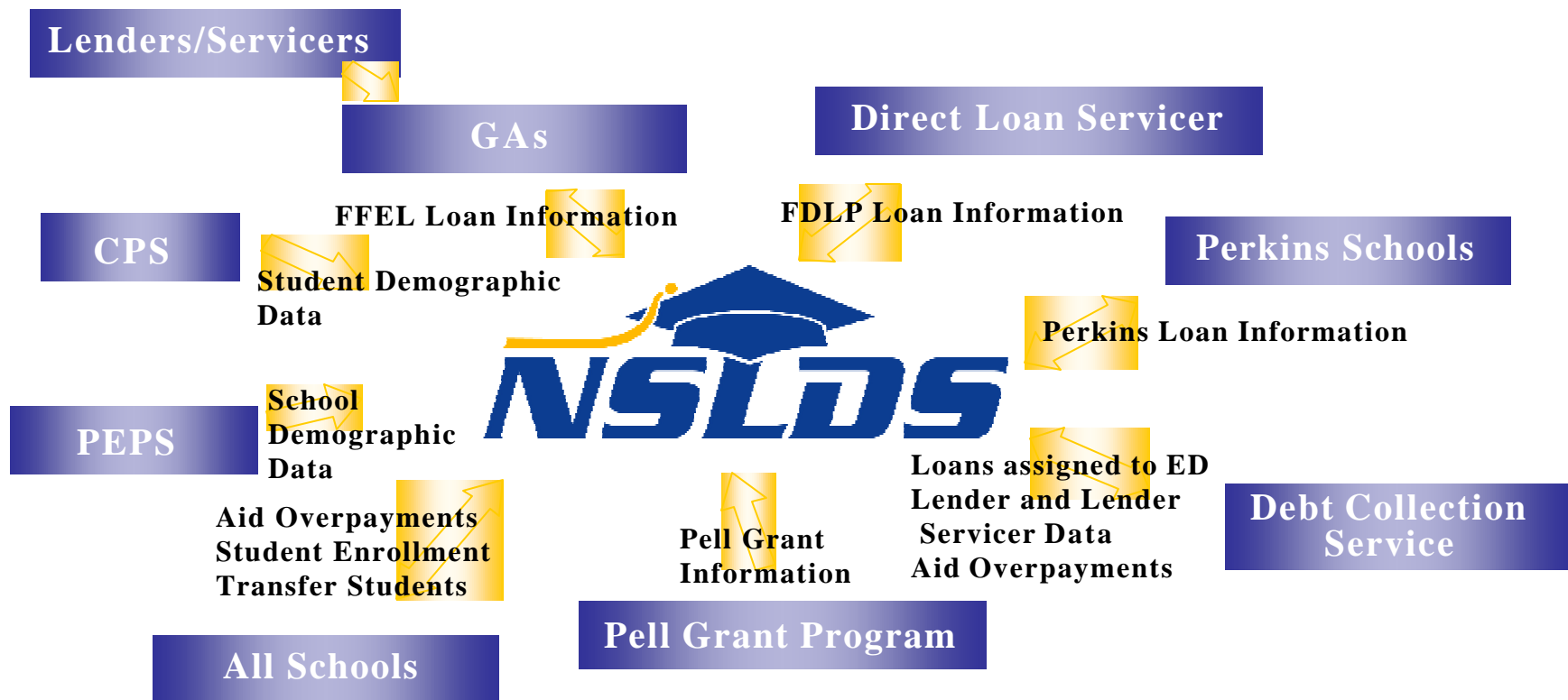
60 Guaranty Agencies



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# NSLDS Data Providers





## ***NSLDS Users***

- Colleges, universities, and trade schools
- Students and borrowers
- ED
- Lenders
- Guaranty agencies
- State agencies
- ED partners
- Other United States government agencies



# ***The Requirements For Enrollment Reporting***

Regulations regarding Enrollment Reporting:

34 CFR 682.610(c) (FFEL)

34 CFR 685.309(b) (Direct Loans)

Dear Colleague Letters

GEN-96-5 and GEN-96-17 dealt specifically with the SSCR process

GEN-96-20 that explained the Title IV Wide Area Network (TIV WAN)

GEN-97-9 summarized the SSCR process

Enrollment Reporting Guide, April 2002

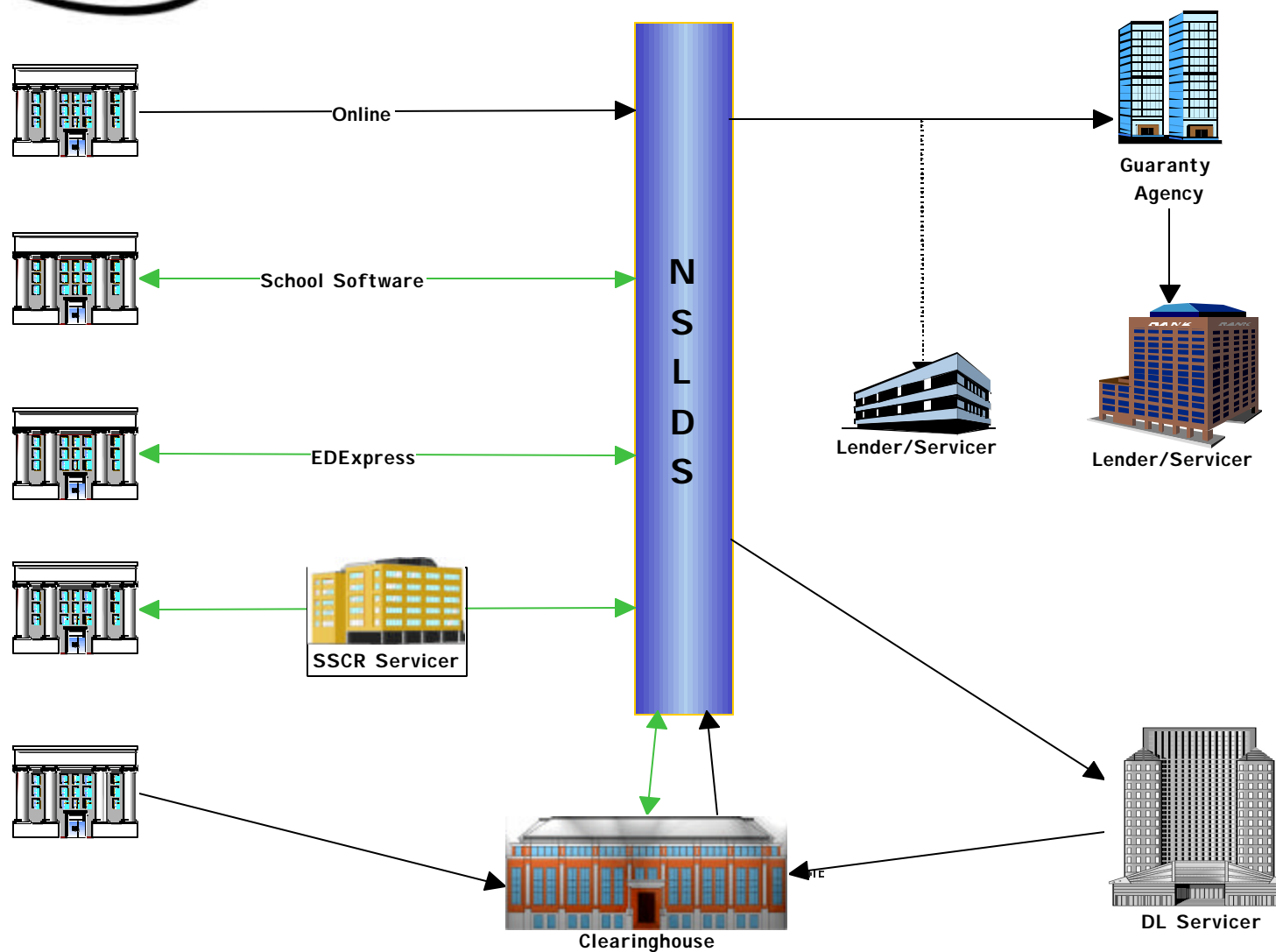


# *The Impact*

Enrollment Reporting is the primary means of verifying students' loan privileges and the federal government's financial obligations.

- Student enrollment status determines when repayment must begin, grace periods, and deferment privileges, as well as the periods during which the government must pay interest subsidies.
- Enrollment Reporting is critical for effective administration of Title IV loans and prevention of technical defaults.

# Reporting Flow







# *Various methods of Reporting*

- **Scheduled roster submissions**
  - Ed Connect
  - School Software
  - Use of a School Servicer
- **Ad Hoc roster submissions**
- **Online updates directly to the student record using [www.nsldsfa.gov](http://www.nsldsfa.gov)**



# NSLDS ENROLLMENT WEB PAGES

## Menu Options:

Enrollment Summary

Enrollment Add

Enrollment Update

Enrollment Reporting Schedule



Menu

Aid

Enroll

Org

Report

Tran



**Enrollment Summary** | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

SSN:

First Name:

DOB:

(MMDDCCYY)

Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)

No student currently selected.



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Session 3014



# *Enrollment Summary*

## Viewing Student Enrollment Data

- Each student begins with a summary showing the latest enrollment information reported at each school associated with the student.
- If no certification has come from the school, the latest GA/DLSS reported data is displayed.



# Enrollment Summary

**Menu** | **Aid** | **Enroll** | **Org** | **Report** | **Tran**



**Enrollment Summary** | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

SSN:  First Name:  DOB:  (MMDDCCYY)

Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)

ALINE ALTMAN

SSN: 711-38-0162

DOB: 06/17/1981

## Enrollment Summary

Enrollment Detail

Enrollment Timeline

Enrollment Maintenance

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	<a href="#">UNIVERSITY OF ALABAMA AT BIRMINGHAM</a>	00105200	Withdrawn	06/01/2000	N/A	09/19/2000	School Batch
2	<a href="#">OHIO DOMINICAN COLLEGE</a>	00303500	Full Time	08/25/2000	12/01/2003	05/29/2002	School Batch



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# *Enrollment Summary*

## Selections from the Summary Screen:

- **Enrollment Detail**—Advanced Display Option offers selection criteria for greater detail of the full history of data reported to NSLDS.
- **Enrollment Timeline**—A chronology of enrollment status information reported to NSLDS with a new entry for each new status reported.
- **Enrollment Maintenance**—An option for schools to go directly to a screen to certify the student's enrollment.



## *Enrollment Add*

New screen page allows a school to add a student to their portfolio

- Use student identifiers to find the student in the NSLDS database
- Can enter up to 30 students on one screen
- A good way to update student for whom you received an error record



# Enrollment Add

[Menu](#)[Aid](#)[Enroll](#)[Org](#)[Report](#)[Tran](#)[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)

Name: HAWKEYE STATE COLLEGE

Code: 00686700 Type: School



Please enter SSN (required), First Name (optional) and DOB (optional).

## Enrollment Add

### Student identifier entry to initiate Enrollment Add

	SSN	First Name	DOB (MMDDCCYY)
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter all 3 student identifiers or just the SSN





## *Enrollment Update*

Menu option allows a school to retrieve its portfolio of students to certify enrollment

- May retrieve one student, a select group, or entire roster, 30 at a time
- Sort selections allow flexibility in choosing which student records to retrieve
- Certify retrieve students for instant NSLDS database update.





# Enrollment Update

[Menu](#)[Aid](#)[Enroll](#)[Org](#)[Report](#)[Tran](#)[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)

Name: HAWKEYE STATE COLLEGE

Code: 00686700 Type: School



Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional.

## Enrollment Update



### Primary Search Options

Retrieve/Sort by: Begin Value: Exact  
Match  
Only

### Advanced Search Options

Last Name Begin: End: SSN Begin: End: Student Designator Begin: End: Certification Date Begin: 

(MMDDCCYY)

End: 

(MMDDCCYY)

Anticipated Completion Date Begin: 

(MMDDCCYY)

End: 

(MMDDCCYY)

### Enrollment Codes (Check all that apply)



A - Approved Leave of Absence



D - Deceased



F - Full Time



G - Graduated



H - Half Time or More, But Less Than Full Time



L - Less Than Half Time



W - Withdrawn



X - Never Attended



Z - No Record Found

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Retrieve entire  
portfolio or selection



# *Enrollment Update Search Options*

## **Primary Search Options:**

- **Retrieve by:**
  - **SSN**
  - **Last Name**
  - **Student Designator**
- **Begin Value**

**Allows the beginning of the retrieve within any of the above such as "Last Name" beginning with Gordon**

## **Advanced Search Options:**

- **Set begin and end ranges for the primary retrieve option (Jones to Phillips, SSN range, etc.).**
- **Select Certification Date begin and end to retrieve only those students during a particular time frame.**
- **Anticipated Completion Date to retrieve only students with a range of ACD.**



# ***Enrollment Maintenance***

Students retrieved based on Search Criteria are displayed on the **Enrollment Maintenance** Screen

- **Check All** button adds certification date to all students displayed.
- Unclick any students on the list that are not to be re-certified.
- Make any necessary changes then, click **Certify Checked Students** button.
- Immediate feedback on errors with “mouse over” pop up explanation so corrections can be made.
- Changes displayed on Enrollment Maintenance Confirm screen. Hit **Confirm** to instantly apply updates to NSLDS.



# Enrollment Maintenance

**Menu** **Aid** **Enroll** **Org** **Report** **Tran**



[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)

Return to Enrollment Update

**Name:** HAWKEYE STATE COLLEGE  
**Code:** 00686700 **Type:** School

## Enrollment Maintenance

Retrieve/Sort by:  Begin Value:  ☐ Exact Match Only

Students retrieved,  
based on search criteria

Currently Retrieved/Sorted by: SSN  
SSN Begin: 0800000000 End: 2000000000  
Enrollment Codes: A, F, G, H, L, W

<input checked="" type="checkbox"/>	Recertification Date:	<input type="text" value="10/25/2002"/>	<input type="button" value="Check All"/>				
<input type="checkbox"/>	<b>1</b>	SSN: 083-02-1194	NAME: DEIRDRE C MEDRANO	DOB: 03/21/1978			
	Cert. Date:	<input type="text" value="08/13/2002"/>	Enroll. Code: <input type="text" value="H"/>	Eff. Date: <input type="text" value="09/25/1996"/> ACD: <input type="text" value="06/15/2003"/>	Student Designator:	<input type="text"/>	
<input type="checkbox"/>	<b>2</b>	SSN: 083-16-4020	NAME: SAMANTHA K MALDONADO	DOB: 09/07/1975			
	Cert. Date:	<input type="text" value="08/13/2002"/>	Enroll. Code: <input type="text" value="H"/>	Eff. Date: <input type="text" value="09/25/1996"/> ACD: <input type="text" value="06/15/2003"/>	Student Designator:	<input type="text"/>	
<input type="checkbox"/>	<b>3</b>	SSN: 132-02-0203	NAME: KEVIN L NOONAN	DOB: 08/05/1971			
	Cert. Date:	<input type="text" value="08/13/2002"/>	Enroll. Code: <input type="text" value="H"/>	Eff. Date: <input type="text" value="06/10/2002"/> ACD: <input type="text" value="09/10/2003"/>	Student Designator:	<input type="text"/>	
<input type="checkbox"/>	<b>4</b>	SSN: 164-10-7501	NAME: CHINKYI A NAPOLEONE	DOB: 03/21/1968			
	Cert. Date:	<input type="text" value="08/13/2002"/>	Enroll. Code: <input type="text" value="H"/>	Eff. Date: <input type="text" value="06/24/1996"/> ACD: <input type="text" value="09/13/2002"/>	Student Designator:	<input type="text"/>	
<input type="checkbox"/>	<b>5</b>	SSN: 170-76-6808	NAME: DEBRA J CLAUDIO	DOB: 10/28/1954			
	Cert. Date:	<input type="text" value="08/13/2002"/>	Enroll. Code: <input type="text" value="H"/>	Eff. Date: <input type="text" value="06/24/1996"/> ACD: <input type="text" value="12/15/2003"/>	Student Designator:	<input type="text"/>	
<input type="checkbox"/>	<b>6</b>	SSN: 194-93-9696	NAME: OLIVIA D CARROLL	DOB: 11/10/1964			
	Cert. Date:	<input type="text" value="08/13/2002"/>	Enroll. Code: <input type="text" value="H"/>	Eff. Date: <input type="text" value="09/25/2001"/> ACD: <input type="text" value="06/15/2003"/>	Student Designator:	<input type="text"/>	



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# Enrollment Maintenance

[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#)



[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)

Name: HAWKEYE STATE COLLEGE

Code: 00686700 Type: School

After submitting changes,  
Confirmation Page is displayed



## Enrollment Maintenance Confirm

The updated enrollment information you submitted is displayed below. Click Confirm to apply the information to the database, or click Cancel to return to the Enrollment Maintenance page.

Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.

1 SSN: 083-02-1194 NAME: DEIRDRE C MEDRANO DOB: 03/21/1978								
Cert. Date:	10/25/2002	Enroll. Code:	F	Eff. Date:	09/25/1996	ACD:	06/15/2003	Student Designator:
2 SSN: 164-10-7501 NAME: CHINKYI A NAPOLEONE DOB: 03/21/1968								
Cert. Date:	10/25/2002	Enroll. Code:	G	Eff. Date:	06/24/1996	ACD:	09/13/2002	Student Designator:
3 SSN: 194-93-9696 NAME: OLIVIA D CARROLL DOB: 11/10/1964								
Cert. Date:	10/25/2002	Enroll. Code:	L	Eff. Date:	09/25/2001	ACD:	06/15/2003	Student Designator:

Confirm

Cancel



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# *Enrollment Reporting Schedule*

Puts “you” in control of when you receive roster files!

- Online capability to change your schedule
- You decide **when** you want output from NSLDS
- Schedule can be day specific, i.e, Dec 16, 2002
- Schedule can be modified or discarded and a new one created



# Enrollment Reporting Schedule

[Menu](#) [Aid](#) [Enroll](#) [Org](#) [Report](#) [Tran](#)

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)

**Name:** HAWKEYE STATE COLLEGE  
**Code:** 00686700 **Type:** School

## Enrollment Reporting Schedule

[Create Schedule](#) [Modify Schedule](#)

Displays Current Schedule

### User Profile

**Distribution Medium:** Student Aid Internet Gateway  
**Distribution SAIG User ID:** TG44444  
**Default Sort Order:** Student SSN

### Current Schedule

Date	Type	Created By
11/01/2002	Regular	Original Schedule (02/11/2002)
01/01/2003	Regular	Original Schedule (02/11/2002)
03/01/2003	Regular	Original Schedule (02/11/2002)
05/01/2003	Regular	Original Schedule (02/11/2002)
07/01/2003	Regular	Original Schedule (02/11/2002)
09/01/2003	Regular	Original Schedule (02/11/2002)

### Past Schedule

Date	Type	Created By
03/01/2002	Regular	Original Schedule (02/11/2002)
05/01/2002	Regular	Original Schedule (02/11/2002)
07/01/2002	Regular	Original Schedule (02/11/2002)
09/01/2002	Regular	Original Schedule (02/11/2002)



# Enrollment Reporting Schedule Create

[Menu](#)[Aid](#)[Enroll](#)[Org](#)[Report](#)[Tran](#)[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)  
[Return To  
Enrollment  
Reporting Schedule](#)**Name:** HAWKEYE STATE COLLEGE**Code:** 00686700 **Type:** School

## Enrollment Reporting Schedule Create

**Start Date:**  (MMDDCCYY)**Frequency:** **Default Sort Order:** 

## Current Schedule

Date	Type	Created By
11/01/2002	Regular	Original Schedule (02/11/2002)
01/01/2003	Regular	Original Schedule (02/11/2002)
03/01/2003	Regular	Original Schedule (02/11/2002)
05/01/2003	Regular	Original Schedule (02/11/2002)
07/01/2003	Regular	Original Schedule (02/11/2002)
09/01/2003	Regular	Original Schedule (02/11/2002)

Select from three criteria to  
eliminate the old schedule  
and set a new schedule





# Enrollment Reporting Schedule Modify

[Menu](#)[Aid](#)[Enroll](#)[Org](#)[Report](#)[Tran](#)[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)Logged on as: ONLINE SCHOOL ID FOR TRAINING from [HAWKEYE STATE COLLEGE](#)[Return To Enrollment Reporting Schedule](#)

Name: HAWKEYE STATE COLLEGE

Code: 00686700 Type: School

## Enrollment Reporting Schedule Modify

### User Profile

Distribution Medium: Student Aid Internet Gateway

Distribution SAIG User ID: TG44444

Default Sort Order: Student SSN

### Modify Schedule

[Add blank line](#)

Most recently generated scheduled file: 09/01/2002

Date	Type	Cancel
11/01/2002	Regular	<input type="checkbox"/>
01/01/2003	Regular	<input type="checkbox"/>
03/01/2003	Regular	<input type="checkbox"/>
05/01/2003	Regular	<input type="checkbox"/>
07/01/2003	Regular	<input type="checkbox"/>
09/01/2003	Regular	<input type="checkbox"/>

[Submit](#)[Reset](#)

Modify Schedule allows  
change to current schedule



# *Demonstration*

Let's take an online tour to  
[www.NSLDS.ed.gov](http://www.NSLDS.ed.gov)



# *School Portfolio Size in NSLDS*

Of the almost 7,000 schools signed up for Enrollment Reporting:

- Around 1,600 have 30 or less students
- Around 2,500 have 100 or less students
- Around 4,300 have 500 or less students



# *Online Reporting Statistics*

As of October 28 , 2002:

- Total online updates – 459,200
- Total unique schools that have made online updates – 1,959
- Average updates monthly – 45,920
- Most updates in a day – 6,696
- Most updates in a month – 63,297



## *For more information:*

- ★ Use the “Help” page on each screen by clicking the “?”
- ★ Download the *Enrollment Reporting User’s Guide* posted on IFAP.ed.gov
- ★ Contact NSLDS Customer Service Center



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***Thank you !***

Contact us at

**NSLDS Customer Service:**

Phone: 800-999-8219

Fax: 903-408-4548

Email: [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com)